

MEMORANDUM

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TO :



22 November 1946

STATINTL

FROM : Assistant Chief, Finance Division

In furtherance of our discussion on 21 November relative to the preparation and distribution of CIG contracts, it is understood that in order to comply with existing requirements and regulations the following action will be taken by pertinent officials:

1. All contracts in excess of \$2000 or involving a sum between \$100 and \$2000, where more than one payment will be required, will be numbered in the approved CIG series of contract numbers as required by General Regulation No. 51. The original contract will normally consist of Standard Form 1036 and the Accepted Award Form No. 33.

2. All procurement transactions involving sums between \$100 and \$2000, involving only one payment transaction, will be supported by an unnumbered contract unless due to the public exigency or some other valid reason compliance with Section 3709 is not adhered to, in which case Standard Form 1036 will be prepared with appropriate information and statement of justification.

3. The original and one copy of all contracts will be forwarded to the Fiscal Section. The original signed contract will be placed in the file retained for the use of the General Accounting Office auditors.

4. The use of Form 1036 in those instances where a formal contract may not be executed due to noncompliance with Section 3709, is to be followed to maintain uniformity and standardization in procedures. Failure to comply with Section 3709, revised statutes, must be satisfactorily explained to the certifying officer in each case.

It is the understanding of the undersigned that all numbered contracts, i.e., those in excess of \$2000 and contracts involving sums between \$100 and \$2000 which require more than one payment, will be cleared with the General Counsel as to propriety and correctness from a legal viewpoint. The Fiscal Section will take no action to control the clearance of such contracts through the General Counsel unless formal instructions are received, since this is primarily a matter concerning the Services Division and the Office of General Counsel.

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